



**STATE OF NEW YORK  
DEPARTMENT OF TAXATION AND FINANCE  
Office of Budget & Management Analysis  
Bureau of Fiscal Services  
Building 9, Room 234  
W.A. Harriman Campus  
Albany, NY 12227**

**Patricia Mitchell, Chief Financial Officer  
Eric Mostert, Assistant Director, Budget & Accounting Services  
Catherine Golden, Assistant Director, Procurement Services**

February 25, 2010

Dear Bidder,

The Department is amending RFP 10-02, Personal Income Tax Controlled Disbursement, Direct Deposit and Statewide Debit Card Services to:

- Modify Appendix D to include D-8, Vendor Responsibility Form. This form should be included with the Bid Documents referenced in Section III. C.

All other requirements and conditions of the RFP remain as indicated.

NYS Department of Taxation and Finance  
Request for Proposal (RFP) #10-02  
PIT Refund Controlled Disbursement, Direct Deposit and Statewide Debit Card Services

**Appendix D-8**  
**VENDOR RESPONSIBILITY FORM**

**VENDOR NAME:** \_\_\_\_\_

Vendors must complete a Vendor Responsibility Questionnaire. Vendors are invited to file the required Vendor Responsibility Questionnaire online via the OSC New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System instructions available at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [helpdesk@osc.state.ny.us](mailto:helpdesk@osc.state.ny.us). Bidders opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact one of the Department's designated contacts.

Please check one of the following:

- A Vendor Responsibility Questionnaire has been filed online and has been certified/updated within the last six months.
  
- A Vendor Responsibility Questionnaire is attached to this proposal response.

NOTE: If a Vendor Responsibility Questionnaire has been filed online and has not been certified within the last six months, the vendor must either update/recertify the online questionnaire or submit a new paper Vendor Responsibility Questionnaire.